

# Empower Employee & Manager Login Guide

When you access the Empower Employee and Manager Self Service (ESS) features for the first time, you must enter your employee number, client code, and password to access Empower.

The Empower login pages have been consolidated into a single page, for ease of use.

To access Empower, do the following:

1. Type <https://personal.ecipay.com/Prod/Login/> in your browser and press **Enter**.

The *Login* screen displays.

The image shows the Empower by ECI login page. It has a dark blue header with the 'Empower by ECI' logo. Below the header, there are two input fields: 'Employee #' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom left, there is a checkbox labeled 'Log in as ESS user'. At the bottom right, there is a link 'Show Client Code' followed by a dropdown arrow.

### Empower Login

2. Enter your **Employee #** and **Password** in the corresponding fields.
3. Click the [Show Client Code](#) link (this will only be necessary the first time logging in from a particular computer or if your cookies have been deleted).
4. Enter the client code given to you by ECI or your manager in the **Client Code** field that displays, as shown. seco

The image shows the Empower by ECI login page with the fields filled. The 'Employee #' field contains '000066'. The 'Password' field is masked with dots. The 'Client Code' field contains 'XXXXXXXX'. A blue 'Login' button is below the client code field. At the bottom left, there is a checkbox labeled 'Log in as ESS user'. At the bottom right, there is a link 'Hide Client Code' followed by an icon.

5. Check the **Log in as ESS user** box to log in with the ESS role you have access to. Normally, this is the EMPLOYEE role.
6. Click **Login** to access the *Home Page*.

7. Upon login, a drop-down field displays on the right side of the Empower banner listing all roles to which you have access, as shown:



If you do have access to additional Empower roles, you no longer need to log out and log back in to change roles. When you select a different role, the screen automatically refreshes to reflect the options available to that role.

When you log out, and subsequently log back in, the product remembers which role you logged into last and automatically logs you into the same role.